

BAA Secure Site Updates

February 20, 2014

General Information

Maintenance Outage

Server maintenance has been scheduled for Sunday, February 23 which may cause sporadic outages for the Secure Site on that day. Please plan your Secure Site activities with this in mind.

Student Test Scores

Did you know you can now see a student's historic state assessment scores, even if they did not test at your school or district? As long as the student has been submitted as enrolled in your building in the Michigan Student Data System (MSDS) using either a Student Record Maintenance (SRM) file or were included in a general MSDS collection, you will have access to all historic scores for the student. You can access the scores by doing a student search, click on the student's name from the search results and then under the Assessment History section, click on the assessment year you wish to review. Currently the assessment history available only goes back to 2011 for students but more years will be added. If you click on the "Past Scores" button, currently you will only see scores from your school. We are working on fixing this but in the meantime, you can click on the assessment link to access those scores.

Enhancements and Fixes

Result Grids

When doing a search on any of the screens on the Secure Site, the results come up in a grid. We have made a few changes to the grid that you may have noticed.

- The "Page size" now defaults to 50 instead of 10. You can still change the page to 20 or 10 based on your preference.
- The grid has been fixed to fit the size of the screen when using Internet Explorer.
- The headers now stay stationary when scrolling up and down so they are not lost when viewing a large list.
- You now have the capability to filter multiple columns. The filter results will be based on the order that you enable the filters. When you are finished, don't forget to change each of your filters back to "NoFilter".

WIDA Pre-ID Student Report

Students that were not pre-identified on the Secure Site for WIDA by January 14, 2014 will not receive printed barcodes from the contractor. You cannot print barcodes from the Secure Site for these students; however the student still needs to be pre-identified on the Secure Site to get a barcode number. With WIDA and only WIDA, you will be required to bubble in the barcode number on the student's answer document. Remember this may also be true for barcodes that have been lost, damaged, or answer documents that need to be transferred to a new one. To make it easier for schools to access the barcode number for a student, the barcode number is now available on the Pre-ID Student Report. This is for WIDA only! MI-Access and MME must have a barcode label on the answer document or the school will incur fines.

Functions Coming up on the Secure Site

Accountable Students & Test Verification for Spring MME and MI-Access is scheduled for April 23 – April 30, 2014. This is the process schools will use to verify enrollment and student demographics as of March 20, 2014, answer documents have been received and to report a reason a student did not test. This will be the final opportunity to update and correct information in MSDS for accountability and assessment reporting and to report a reason a student did not test for consideration of a possible accountability exemption. There will be no means to appeal or correct this information after April 30. An updated “cheat sheet” for spring 2014 to assist schools with this process will be posted to the Announcement page of the Secure Site in a few weeks.

What can you do now to prepare?

1. Find out who your district student pupil accounting person is. This person submits required student data to the state through the Michigan Student Data System (MSDS).
2. Assessment and accountability reporting will be taken from the student enrollment and demographic data from the Fall MSDS General Collection, Spring MSDS General Collection and Student Record Maintenance (SRM) submitted with an “as of date” on or before Thursday, March 20, 2014. This information comes from the district so you have the ability to check it now and make sure it is accurate. If you find an error in the Spring MSDS General Collection, you can still decertify and make the corrections through Wednesday, March 19, 2014. Keep in mind, this is only student data based on the spring count day of February 12, 2014.
3. Districts can start submitting SRM files now to update student enrollment, exits, and other demographic changes that occurred from student count day (February 12, 2014) through Thursday, March 20, 2014 for assessment and accountability purposes.
4. Ask your teachers to be prepared to provide a list of students that did not take one of the required three days of the MME assessment or MI-Access content area assessments and the reason why. This will allow you to quickly identify which tests were not taken versus which ones may be missing. This information will also be needed to submit a reason why a student did not take one of the required tests. The Not Tested reason is used for accountability review for possible exemptions and for federal reporting.
5. Keep a list of students that enrolled during the MME assessment and may have taken one of the three days at another school. All three days of testing must be listed under the same school in order for the student to get an MME score for all content areas. During the Accountable Students & Test Verification, you will need to submit a missing test for the answer documents that were submitted by the first school to have them moved to your school.
6. Review the Accountable Students and Test Verification section of the *Secure Site Procedure and User Manual* to become familiar with the screens and process. The manual is available by clicking the User Guide link on the Secure Site web pages. Please note that these functions for spring 2014 are still under construction so there may be some slight differences between the current manual and the final function.

Reminder for District and School Administration Level Users

Users Profile Names

When giving access to a user, you are asked to create a profile name. This is a label for the user to identify the access they have when selecting that profile. Using a variation of the users name, initials, numbers or anything

else is meaningless to the user. You should use the district name, school name or level of access as the profile name. This will give the user a clearer indication of what they will be accessing when selecting that profile. This is especially important for users that have access to multiple districts, such as ISD level users. For example a user in the ISD will have access to more than one district. You would type your district name in as the profile name. Another example, if a user has different levels of access, you can name the profile School View Only, etc.

If you have already given access to a user, you can “Rename” the profile so that it makes sense to the user. You can do this by going to the Manage User Profile page, search for the user and click the “Rename” link to the right of the users Profile Name.

Contact Information

We appreciate your patience as we continue to improve the new Secure Site and work to get additional functions available. The issues are prioritized by the importance and the impact it has on the assessments so you may not see immediate changes or fixes in the system but they are being worked on. Please contact us at baa@michigan.gov or 877-560-8378 and press option 2 with any questions or concerns.
